

**CONFIDENTIAL**

## UNITED STATES INTELLIGENCE BOARD

Office of the Executive Secretary

17 January 1964

## MEMORANDUM FOR:

SUBJECT : Control of Attendance at USIB Meetings

REFERENCE : Item 5, USIB-M-223, 5-6 July 1962

1. In view of the sensitivity and classification of business being conducted in United States Intelligence Board (USIB) meetings, it is essential that effective control be exercised over attendance at these meetings. Such control should be designed to assure that personnel in attendance are authorized and required to attend in support of USIB members or activities, and are identified by name, agency and security clearances. Recent incidents bear out the need for improved control of attendance.

2. Basically, unless otherwise directed by the Chairman of USIB, it is the responsibility of each USIB member to determine and control the attendance of personnel from his department or agency. In particular, as stressed by the Chairman in the reference minute, each USIB member is requested to insure that personnel from his agency, who remain in the Conference Room during Board consideration of specially classified matters, possess the required clearances.

3. It should be noted that most Board members now provide the USIB Secretariat, prior to each Board meeting, a list of attendees (including notation of security clearances) from their respective agencies as a means of facilitating control over such attendance.

4. In order to provide a definite check on USIB attendance, it is requested that each Board member who is not doing so at present, make necessary arrangements to furnish the USIB Secretariat prior to each

EXCLUDED FROM AUTOMATIC

USIB

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

C O N F I D E N T I A L

Board meeting a list of all personnel from his agency who will attend the meeting. The list should show:

- a. Agency or Service
- b. Names of persons attending
- c. Clearances for which each person is certified (show initials or abbreviations of clearances only).

15/  
JAMES S. LAY, JR.  
Executive Secretary

USIB:JSL:mmk

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